

MEMORANDUM FOR THE RECORD

FROM:

Director of Security

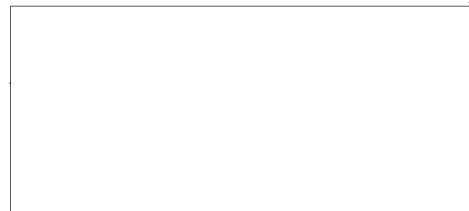
SUBJECT: Office of Security Vehicle Program

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1. On Wednesday, 7 January 1981, I discussed with Don Wortman, the Deputy Director for Administration, the use of official vehicles by Office of Security personnel. In general, I touched all the bases on this topic, including the use of the new fleet of automobiles acquired in the last year for the use of our investigators in the field. I told Mr. Wortman that it was current practice within the Office of Security to have the Director of Security and the assigned Personnel Security (SSD) Duty Officer (for a given night) take an official vehicle home to their residence. The latter practice assured both of these officers being able to respond to security emergencies in the metropolitan area and also, in the case of the Director of Security, to be readily available, during off-duty hours, to conduct unannounced security inspections. Mr. Wortman expressed complete satisfaction with this entire program, including the latter arrangements as they pertain to the Director of Security and the Personnel Security (SSD) Duty Officer.

2. Having created a full frame of reference for the DDA on subject topic, I then asked his permission to broaden the emergency coverage aspects of this program by endorsing a return to an earlier practice stopped in recent years: To allow the Chief, Physical Security Division and the Chief, Headquarters Security Branch to take official cars home to their residence each night. This would allow for a broadened emergency response capability, plus facilitating unannounced inspection visits to Agency buildings. Mr. Wortman indicated that this was a good idea and that we should proceed with its implementation. I subsequently advised the Deputy Director of Security (PTOS) to arrange for the use of official vehicles in that fashion by the Chief, Physical Security Division and the Chief, Headquarters Security Branch.

3. It goes without saying that the four (4) vehicles thus involved in the Headquarters area will not be used for personal purposes by the officers involved.



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